

5-7462

JUL 2 1954

MEMORANDUM FROM: Deputy Director (Administration)

SUBJECT: Transfer of Ceiling Slots within the SS/I Area

1. The SS/I requests that the present ceiling allocation to Office of Research and Reports and Office of Collection and Dissemination be amended to reflect the transfer of twelve ceiling slots from ORR to OCD to meet additional requirements under NEON 16 of the Foreign Branch of the CIA Library for the procurement, indexing, and exploitation of foreign language documents. (Tab A)
2. This request is in accordance with the revision of the OCD 1/1 approved by you on 11 March 1954.
3. The Office of Personnel concurs in the transfer request noting that Position P-1021 would be the only position remaining in the Special Projects Section, Strategic Controls Support Branch, Economic Defense Division, ORR. (Tab B)
4. The Comptroller concurs and states (Tab C) that adjustments have already been made in the FY 55 operating budget.
5. The Office of Research and Reports proposes to accomplish their internal personnel adjustments to effect this transfer of twelve ceiling slots to OCD by the deletion of twelve specified slot numbers as shown in Tab D.
6. The Management Staff is currently working with ORR on the planned reorganization of the Economic Defense Division; and you will receive in the near future a proposal accounting for the one position to be left for the present in the Special Projects Section.
7. Approval of the deletion of the twelve positions from the ORR 1/1 (Tab D) and transfer of twelve ceiling slots from ORR to OCD is recommended.

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Document No.	
No. Change in Class.	☐
11-22-78	
By	35
	Chief, Management Staff

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ATTACHMENTS:

- Tab A - Proposal
- Tab B - Concurrence of M/I
- Tab C - Concurrence of Budget Div.
- Tab D - List of Ceiling Slots
to be transferred

DATE:

JUL 8 1954

Date:

15/
L. R. WHITE

Deputy Director
(Administration)

DISTRIBUTION:

- Orig. 1 - Office of Personnel
- 2 - M/I ✓ *Chronos & subject*
- 2 - Asst. to the M/I (Admin)
- 1 - Comptroller
- 1 - M. Comeback

MS/WAK:ee (2 July 1954)